

Message Text

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PAGE 01 STATE 216239

62

ORIGIN SS-25

INFO OCT-01 ISO-00 SSO-00 CCO-00 USSS-00 /026 R

DRAFTED BY S/S-S:PSCHLAMM:MP

APPROVED BY S/S:LREDDY

S:JCOVEY

S/S - PSEBASTIAN

----- 059977

O 312339Z AUG 76

FM SECSTATE WASHDC

TO AMEMBASSY NAIROBI IMMEDIATE

AMEMBASSY DAR ES SALAAM IMMEDIATE

AMEMBASSY LUSAKA IMMEDIATE

AMEMBASSY KINSHASA IMMEDIATE

AMEMBASSY MAPUTO IMMEDIATE

AMEMBASSY PRETORIA IMMEDIATE

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EXDIS

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S SEPTEMBER VISIT: SECRETARIAT STAFF
REQUIREMENTS

EXDIS CAPTION MAY BE REMOVED WHEN VISIT IS PUBLICLY ANNOUNCED

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION
OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL
MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL
FOR HIS USE, AND COORDINATES THE ACTIVITIES OF THE
OFFICIAL PARTY. IT ALSO MANAGES ALL TELEGRAMS AND OTHER
INFORMATION FLOWING TO AND FROM THE PARTY (SEE SEPTTEL ON
CABLE TRAFFIC) AND LIAISON BETWEEN THE PARTY AND THE HOST
EMBASSY.

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2. S/S PERSONNEL: THE SECRETARIAT TEAM OF ONE OFFICER AND ONE SECRETARY WILL ARRIVE ABOARD THE SECRETARY'S AIRCRAFT. A SECOND TEAM WILL PRECEDE THE SECRETARY TO CONSULT WITH POST IN ENSURING THAT ALL REQUIREMENTS ARE UNDERSTOOD AND MET. NAMES AND TRAVEL INFORMATION FOR TEAM MEMBERS WILL BE PROVIDED SEPTELS.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULL TIME ASSISTANCE TO S/S FROM THE ADVANCE TEAM'S ARRIVAL UNTIL THE SECRETARY'S DEPARTURE. THIS IS TYPICALLY AN ALERT, MIDDLE-GRADE

SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT FUNCTION. HE SHOULD BE FULLY READ INTO EMBASSY PREPARATION, AND PREPARED TO BRIEF THE S/S ADVANCE TEAM AT THE AIRPORT UPON ARRIVAL. HE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE VISIT, INCLUDING NODIS, ARE AVAILABLE TO S/S IN THE EMBASSY. TYPICALLY, THIS IS DONE BY ASKING THE EMBASSY C&R TO SLOT ONE COPY OF EACH VISIT CABLE FOR S/S. PLEASE CABLE NAME OF S/S LIAISON OFFICER.

4. MEDIA REPORTS. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. IF MACHINES AVAILABLE IN EMBASSY, POST SHOULD ARRANGE TO HAVE THEM RUN UNATTENDED BETWEEN 2300 AND 0500. KEEP IN MIND THE FOLLOWING SPECIAL REQUIREMENTS:

--SELECT THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT.

-- DURING REPRODUCTION, MAKE SURE THAT EACH STORY BEGINS ON A NEW PAGE. DO NOT RUN TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

--ON SECRETARY'S COPY, ATTACH A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION. SUMMARIES SHOULD BE LIMITED OFFICIAL USE

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TYPED ON THREE-BY-FIVE INCH NOTEPAPER AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY. THEY ARE ATTACHED ONLY TO THE SECRETARY'S PACKAGE. INDIVIDUAL ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH S/S ADVANCE TEAM IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

TEN COPIES EACH OF HERALD TRIBUNE AND LEADING ENGLISH

DAILIES AND TEN COPIES OF USIS WIRELESS FILE SHOULD BE
MADE AVAILABLE TO S/S BY 0600.

5. DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE
FOREIGN OFFICIALS ARE TO BE PROVIDED TO THE S/S ADVANCE
TEAM ON ARRIVAL. USUALLY, THESE ARE TO THE PRIME MINISTER
AND FOREIGN MINISTER. DRAFTS MUST INCLUDE EXACT ADDRESS
AND CORRECT SALUTATION AND TITLES.

6. SPECIAL ATTENTION IS CALLED TO S/S REQUIREMENTS FOR
DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN LOGISTICAL
CABLE. S/S ADVANCE TEAM WILL REVIEW THESE WITH POST ON
ARRIVAL.

7. SCHEDULING:

POST SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS
AS THEY BECOME AVAILABLE. REMEMBER TO INCLUDE:

-- TIME AND LOCATION OF PROPOSED MEETINGS AND OTHER EVENTS
INCLUDING SUGGESTED PARTICIPANTS ON BOTH SIDES.

-- INDEPENDENT ACTIVITIES FOR MEMBERS OF THE OFFICIAL
PARTY ASIDE FROM THE SECRETARY.

-- ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE FOR ALL
EVENTS, INCLUDING ARRIVAL AND DEPARTURE.

8. SCENARIO FORMAT:

AS SOON AS THE STATE OF PLANNING PERMITS, POSTS SHOULD
SUBMIT FULL SCENARIO INFORMATION FOR EACH EVENT ON THE
SCHEDULE. A RECAPITULATION OF ALL SCHEDULING INFORMATION,
CAST IN THE FORM OF A DETAILED SCENARIO, SHOULD BE SENT
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BY IMMEDIATE CABLE TO THE SECRETARY'S PARTY APPROXIMATELY
48 HOURS BEFORE SECRETARY'S ETA.

9. SCENARIO FORMAT:

A. ARRIVAL SCENARIO:

10:00 AM ARRIVE BLANDIA MILITARY AIRPORT.

MET AT PLANESIDE BY FOREIGN MINISTER.

MUSA ADAMU AND AMBASSADOR SEAN O'NEILL.

NATIONAL ANTHEMS.

REVIEW HONOR GUARD, WITH FOREIGN MINISTER.

GREET SENIOR BLANDIAN AND EMBASSY OFFICIALS
ON TARMAC.

PROCEED TO TERMINAL FOR ADAMU'S WELCOMING
REMARKS AND SECRETARY'S ARRIVAL STATEMENT.

(MICROPHONE AND PODIUM IN PLACE --
CONSECUTIVE INTERPRETATION BY MR. LINGUAL.)

10:20 AM EXIT TERMINAL TO WAITING MOTORCADE, MCKEE
WILL ACCOMPANY SECRETARY TO HOTEL.

10:40 AM ARRIVE HOTEL ABLE.
30 MINUTES FREE TIME.

B. DINNER SCENARIO:

8:15 PM DEPART HOTEL. ACCOMPANIED BY AMBASSADOR
O'NEILL AND ASSISTANT SECRETARY MCKEE.

8:30 PM ARRIVAL PRESIDENTIAL RESIDENCE FOR STAG
DINNER BY PRESIDENT SAIDU.

DARK SUIT -- 48 GUESTS, INCLUDING ENTIRE
BLANDIAN CABINET. OFFICIAL AMERICAN GUESTS:
ASSISTANT SECRETARY MCKEE, AMBASSADOR O'NEILL,
MESSRS. FUNSETH, LORD AND MACRAKEN.

GREET OTHER GUESTS IN RECEPTION LINE WITH
PRESIDENT SAIDU AND CHIEF OF PROTOCOL POOKAH.
(LINGUAL AVAILABLE TO INTERPRET.)

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9:00 PM DINNER.

SERVICE AT TABLES FOR SIX.
PRESIDENT SAIDU WILL BE AT SECRETARY'S
LEFT AND FOREIGN MINISTER ADAMU AT HIS
RIGHT. OTHER HEAD TABLE GUESTS:
INTERIOR MINISTER KHALID, ARMY MINISTER
ABUBAKAR, CHIEF JUSTICE CREDULA AND
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10:30 PM SECRETARY JOINS PRESIDENT SAIDU FOR TETE-A-
TETE IN ADJOINING ANTEROOM.

10:50 PM REJOIN OTHER GUESTS FOR COFFEE AND LIQUEURS.

11:15 PM DEPART PRESIDENTIAL RESIDENCE.

11:30 PM ARRIVE HOTEL.

10. FOR MAPUTO ONLY: AS THE SECRETARY WILL ONLY BE
MAKING A BRIEF STOP, AN S/S ADVANCE TEAM WILL NOT BE SENT
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ORIGIN SS-15

INFO OCT-01 ISO-00 SSO-00 /016 R

66011
DRAFTED BY S/S-EX:JBMORAN:JFP
APPROVED BY S/S-EX:JBMORAN
S/S:SESTEINER

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O 020320Z SEP 76
FM SECSTATE WASHDC
TO AMEMBASSY ABIDJAN IMMEDIATE

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EXDIS

FOLLOWING REPEAT STATE 216239 ACTION NAIROBI DAR ES SALAAM
LUSAKA KINSHASA MAPUTO PRETORIA 31 AUG QUOTE

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Message Attributes

Automatic Decaptioning: Z
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 31 AUG 1976
Decaption Date: 28 MAY 2004
Decaption Note: 25 YEAR REVIEW
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: GolinoFR
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1976STATE216239
Document Source: CORE
Document Unique ID: 00
Drafter: S:PSCHLAMM:MP
Enclosure: n/a
Executive Order: N/A
Errors: n/a
Film Number: D760330-1121
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1976/newtext/t1976081/aaaaaaln.tel
Line Count: 463
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN SS
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: EXDIS
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 9
Previous Channel Indicators: n/a
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: EXDIS
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: GolinoFR
Review Comment: n/a
Review Content Flags: ANOMALY
Review Date: 25 JUN 2004
Review Event:
Review Exemptions: n/a
Review History: RELEASED <25 JUN 2004 by izenbei0>; APPROVED <28 JUN 2004 by GolinoFR>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: <DBA CHANGED> GWR 20040430; <DBA REVIEWED> GWR 20040503
Subject: SECRETARY'S SEPTEMBER VISIT: SECRETARIAT STAFF REQUIREMENTS EXDIS CAPTION MAY BE REMOVED WHEN VISIT IS PUBLIC
TAGS: OVIP, (KISSINGER, HENRY A)
To: NAIROBI DAR ES SALAAM LUSAKA MULTIPLE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006